



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

REPLY TO
ATTENTION OF

ATCC-TT (145)
2003

5 December

MEMORANDUM FOR

Commander, Eastern Region (ROTC), U.S. Army Cadet Command,
(ATOB-T), Fort Knox, KY 40121-5610
Commander, Western Region (ROTC), U.S. Army Cadet Command,
(ATOD-T), Fort Lewis, WA 98433-7100

SUBJECT: Memorandum of Instruction - Cadet Practical Field
Training (CPFT), FY 04

1. References:

a. AR 145-1, Senior ROTC Program, Organization,
Administration, and Training, 22 July 1997.

b. Cadet Command Regulation 145-3, Precommissioning
Training and Leadership Development, 15 November 2002.

c. Cadet Command Regulation 385-1, Command Safety,
14 October 1988.

d. Cadet Command Pamphlet 145-4, Gold Standards, 18
April 1994.

2. Purpose. This memorandum provides guidance on the
administration of the Cadet Practical Field Training (CPFT)
Program.

3. Overview.

a. Cadet Command has **1,406** CPFT allocations this fiscal
year. In FY 03, CC produced **1466** graduates from the CPFT
program; however, we did not achieve our goals. The command's
goals are to fill 100 percent of the available slots and a 95
percent completion or graduation rate.

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b. Scholarship MS II and MS I cadets have priority for all CPFT assignments to be followed by MS III cadets who have attended NALC, MS I and MS II cadets who are non-contracted, MS IV, V, VI and MS III cadets that have not attended NALC. **Please be advised that Completion Cadets and newly commissioned 2LTs are not eligible for CPFT training.**

c. Airborne: 95 percent of our cadets graduated from Airborne School in FY 03. The nine-minute-mile progressive run in the Georgia heat and the distances (2.5, 3, 3.5, and 4 miles) usually causes cadets to fail. In FY 03, 8 cadets failed the progressive runs and 21 cadets were medical drops. Cadets must report to school physically fit and prepared to train. Cadets must be able to complete a 4-mile run within 36:00 minutes. Effective 1 Oct 03, pending TRADOC approval, basic airborne students are required to meet the following standards on day 1 in order to continue training with assigned company:

(1) APFT. All students take and pass the APFT based on the 17-21 age/gender groups with a minimum of 60 points in each event.

(2) 10 second hangs. All students mount a pull-up bar. After a three second hang, arms fully extended with the palms facing the students face the command of "UP" is given. Student then pulls him or herself up, unassisted with their chin above and not resting on the bar. Student is then required to hold themselves up, unassisted for ten seconds. After the ten second time requirement has passed, the command of "DROP" is given. The command of drop is the point in which the student may release themselves from the bar.

d. Air Assault: Air Assault School graduation rate for FY 03 was 87 percent. Cadets need basic training on rope climbing techniques, sling load operations, rappel operations and intense road marching preparation prior to attending Air Assault School. The bottom line is to train on everything before reporting.

e. Mountain Warfare: For FY 03, we received 112 quotas. This course is both physically and mentally demanding and requires a concentrated effort by cadet and cadre to complete successfully. A passing score on the APFT does not necessarily ensure that the cadet will have the physical stamina to complete the course. Develop a physical training program that will prepare cadets to carry a 45-65 pound

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rucksack, five to eight kilometers daily in mountainous terrain, sometimes under severe environmental conditions. Summer phase is focused toward field training. Less than 10 percent of the course training hours (173 winter/161 summer) are in the classroom. The course is 14 days of continuous training, with an average of 14 hours of training every day. The emphasis during the course is on practical, realistic, and strenuous hands-on skills which are consistent with current army doctrine. The student becomes increasingly proficient in the fundamentals, principles, and techniques of conducting small unit operations in mountainous terrain. **Applicants for training must have completed basic combat and advanced individual training/OSUT or other service equivalent training or ROTC cadets, as a minimum, must have completed their second year of military science, basic or NALC, prior to attending basic military mountaineer training** (Basically, cadets have to be prior service or finished the MS II requirements).

f. Northern Warfare: Northern Warfare training graduation rate for FY 03 was 67 percent. Cadre must ensure that cadets are trained according to the POI located on the Northern Warfare Web site. Land navigation in mountainous terrain and knot tying are keys to the successful completion of this school. The 'One Rope Bridge' failed our cadets last year because of the lack of knowledge of the knots used in securing the bridge. Northern Warfare trains selected cadets in the fundamental knowledge/skills required to successfully conduct small unit operations in typical, mountainous terrain found throughout the world. Emphasis is placed on developing the Level 1 mountaineering tasks described in FM 3-97.61, Appendix A.

g. Combat Survival Training: We only have 10 CST allocations due to cadre constraints at the U.S. Air Force Academy (USAFA). Cadets will not receive daily pay; however, billets, meals and travel are paid for. The CST program is open to all MS II's with a **security clearance of secret**. The CST program trains skills that enhance survival and evasion prospects, regardless of climate conditions or hostile environments. The course objective is to facilitate the return to friendly forces without rendering aid or comfort to an enemy, with or without organized rescue and recovery assistance. Course graduates are awarded a Certificate of Training that is a requirement for many aircrew members throughout all services.

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h. Combat Diver Qualification Course: In FY 03, Cadet Command sent 13 cadets to CDQC and graduated 13. This year we have 20 allocations. CDQC is a male only course. Each attendee must have passed a SCUBA physical examination IAW AR 40-501, chapter 5, paragraph 5, within two years of course completion date and must report with medical records on the day of in processing. Cadets must have successfully completed a pre-CDQC program and report to Key West, FL with certification of completion signed by the Battalion Commander. CDQC will train personnel as qualified military combat divers trained in waterborne operations to include day and night ocean subsurface navigation swims, deep dives, diving physics, marine hazards, tides and currents, submarine lock-in/lock-out procedures, and closed-circuit and open-circuit swims. Before a cadet can attend CDQC, he must attend, successful complete pre-scuba, and make the Cadet Command OML in order to attend CDQC in Key West, FL. Pre-scuba will be coordinated, resourced, and executed by Cadet Command with the assistance of USASOC where necessary. All interested cadets should be involved in some kind of pre training to ensure readiness when reporting for pre-scuba.

i. United Kingdom Officer Training Course (UKOTC): In FY 03, Cadet Command sent 39 cadets to England to participate in the UKOTC program. The mission of the UKOTC is not primarily to produce officers for their Army but to introduce the Army in a favorable manner to the future doers and thinkers in the United Kingdom. The OTC Regiment is divided into five training wings (Infantry, Armor, Artillery, Engineers, and Royal Electrical and Mechanical Engineering Corps) and commanded by a Territorial (reserve) Officer and a Regular Army Sergeant Major. Training is conducted once a week at night and during four weekends each school term. Training culminates in a two-week annual camp during the summer that all cadets are expected to attend. Camp consist of three distinct phases: Pre-camp at RAF Uxbridge which included 3 days of equipment and weapons familiarization, exposure to the British orders process, a Tower of London tour and a visit to the Imperial War Museum; two weeks of camp and post-camp activities which primarily consist of sightseeing in London.

j. Sandhurst Competition: In FY 03, Cadet Command sent 5 teams to the United States Military Academy at West Point to compete in the annual Sandhurst Competition. We fully expect to send 5 teams in FY 04. Our cadets compete against over 40 other teams from USMA, United States Air Force and Naval

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Academies, and the United Kingdom. The competition requires each company at the USMA and other agencies to provide 9 member squads that are required to perform a series of military tasks while moving non tactically, as rapidly as possible, over 9 Kms in less than 3 hours. Each squad will be required to perform a series of military tasks. The competition scores will be determined by the squad's performance on each military task and on the total time required for the squad to negotiate the course. Briefings at task sites will be minimal to enable squads to complete the course as quickly as possible. The following tasks were tested in the 2003 competition:

<u>Tasks:</u>	<u>Max Points:</u>
(1) Movement	150
(2) Equip. Inspection	75
(3) NBC	75
(4) Boat Movement	75
(5) Marksmanship	145
(6) Grenade Throwing	90
(7) River Crossing	100
(8) Wall Obstacle	100
(9) Rappelling	100
(10) Commandant's Challenge	90

k. Cadet Field Training (CFT): In FY 03, Cadet Command sent 34 MS II scholarship cadets to the USMA to participate in their CFT. The mission of CFT is to train upper-class cadets to effectively lead the Corps of Cadets, and to train the Third Class Cadets in individual and small unit collective skills and prepare them to serve as corporals in the Corps of Cadets. CFT is an eight-week program of instruction divided into two details providing training and instruction in the following areas:

(1) Military Training (e.g., rifle marksmanship, communications, combat skills, CCT skills, etc.).

(2) Physical Training (e.g., PT, physical testing, etc.).

(3) Moral, Ethical, Professional Development (e.g., honor, instruction, leadership training, etc.).

1. Remember, train as you fight! It is the PMS' responsibility to train cadets for success by sending them to

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school with all the skills to graduate. It is the cadet's responsibility to train to standard and to be prepared for school attendance before leaving campus. Do not fill a slot with a cadet who does not want it or is not prepare.

4. Responsibilities.

a. Cadet Command, Directorate of Leader Development. Proponent for CPFT and the primary facilitator for the initial coordination between MACOMs, Army Training Requirements and Resources System (ATRRS), USMA, sister services, and host installations for Army training.

b. Battalion Commanders. Select and prepare the best-qualified cadets who meet the following prerequisites to attend CPFT. As a matter of policy, commanders will give priority first to scholarship cadets, contracted cadets, and then to non-contracted cadets. Specifically, Battalion Commanders will:

(1) Offer CPFT slots only to cadets who meet all of the following prerequisites.

(a) Enrolled cadets (contracted or non-contracted) as defined in chapter 6, Cadet Command Regulation 145-3. IAW Cadet Command Pam 145-4 errata sheet page 58, Section V, paragraph 5-21b, the last sentence should read: "They will retain enrolled status, e.g., MS IV, V or VI, and as such retain cadet medical coverage." Furthermore, a MS V is defined as a cadet on extended scholarship benefits and a MS VI is defined as a cadet who has completed all ROTC training except for the PME requirements. Both MS V and VI cadets may attend CPFT. **Newly commissioned 2LTs are not eligible for CPFT training.**

(b) Are fully trained to standard in the following PCT tasks (based on standards in the current Training Support Packages): Conduct Drill and Ceremonies; Identify Duties and Authority of Officers and NCOs; Apply Customs and Courtesies of the Service; and Maintain the M16 Rifle.

(c) Are trained (and inspected) on the following tasks: Identify and wear of the military uniform; assembly, wear and adjustment of the Kevlar helmet; and assembly, wear and adjustment of load-carrying equipment (LCE).

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(d) If enrolled in the English-as-a-Second-Language Program, meet the standards for oral and written proficiency required for cadets to attend NALC.

(e) Pass the Army Physical Fitness Test (APFT) before reporting to CPFT (see subparagraph of each training event). Generally, commanders should take into consideration that cadets with low APFT scores (e.g., less than 225) are not likely to do well at CPFT and are more likely to be injured or quit.

(f) Ensure cadets are properly outfitted IAW packing list (**enclosure 1**).

(2) For Airborne training, ensure selected cadet can run 4.0 miles in a formation at a consistent 9-minute pace throughout in the Basic Airborne Course standard uniform: BDUs, brown undershirt, civilian running shoes and white socks. The uniform may include black watch cap, gloves and BDU field jacket in cold weather.

(3) Coordinate and prepare orders and tickets for travel. There are two categories of CPFT cadets for orders and travel:

(a) Cadets not attending Advanced Camp. The battalion is responsible for scheduling round-trip travel to CPFT and back to Home of Record (HOR) or school.

(b) **Cadets attending Advanced Camp first and then attending CPFT:**

(1) The battalion is responsible for scheduling a one way ticket to NALC. NALC admin is responsible for scheduling round trip travel to follow on training and back to HOR or school if follow on training is within 72 hours of NALC graduation.

(2) If follow on training is more than 72 hours after NALC graduation, the battalion is responsible for scheduling round trip travel to NALC and back to HOR or school; and round trip travel to follow on training and back to HOR or school.

f. Liaison Officers (LNO).

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(1) Comply with duties, responsibilities and reports of Cadet Command LNOs at **(Enclosure 2)**.

(2) Submit After Action Reports (AAR) using the Issue, Discussion, and Recommendation format through regions to HQ, Cadet Command not more than 10 days after tour of duty ends. Cadet Command POC is MAJ Bolden, DSN 680-4589, (757) 788-4589 FAX DSN 680-5454, (757) 788-5454 <mailto:boldenwl@monroe.army.mil> .

(3) In process cadets, provide transportation as needed, assist in the coordinating airline tickets and orders as needed. Assist in providing CTA-50 equipment to cadets, conduct APFTs as required, monitor drops, and outprocess cadets at graduation.

(4) Provide opening, weekly, and closing reports at the start and end of each class to each region and HQ, Cadet Command.

5. Coordinating Instructions.

a. General.

(1) Quotas may be exchanged between regions through HQ, Cadet Command. Direct coordination is encouraged between regions. Region POCs are:

(a) Eastern Region, Mr. Robert Stubblefield, DSN 464-6066, (502) 624-6066, email: <mailto:Robert.Stubblefield@KNOX-ROTC.ARMY.MIL>

(b) Western Region, Ms Lillian Aguon, DSN 357-9896, (253) 967-9896, email: aguonl@4rotc.lewis.army.mil

(2) CPFT LNOs are listed separately as the last sub-paragraph of each training event.

(3) **All CPFT names should be entered in Cadet Command Information Management System (CCIMS).**

(4) **Enter name, social security numbers, cadet class year, and gender of each cadet in ATRRS for each Airborne, Mountain Warfare, and Combat Diver Qualification Course allocations NLT 50 days before class start date.** Substitute names may be entered in ATRRS up to one day before reporting date. Do not send a cadet to these schools unless the cadet has a valid reservation in ATRRS.

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(5) Do not send cadets to training in an unfunded status.

(6) **Provide name, rank, phone number (work and home), and email address of each LNO(s) to HQ, Cadet Command, ATTN: ATCC-TR-T, Fort Monroe, VA 23651.**

(7) Ensure cadets have the following when reporting:

(a) 15 copies of orders.

(b) Current (within **30 days** of course start date) Army Physical Fitness Test score card.

(c) Military identification card or picture identification, copy of orders, and personal identification tags.

(d) All required equipment IAW packing list (**Enclosure 1**).

(e) Two (2) pair military issued glasses or civilian equivalence (heavy plastic frames and lenses), if required (**NO CONTACT LENSES**).

(f) Copy of physical examination.

(8) Ensure cadets are enrolled IAW Cadet Command Pam 145-4, Appendix P. Brief cadets on government-sponsored benefits and ensure they sign Cadet Command Form 136-R, June 95 (**Enclosure 3**).

(9) Develop a quality control process to ensure orders reflect the correct locations, dates, and times.

(10) LNOs at Airborne School are not authorized to perform parachute jumps.

b. **Airborne School (ABN):** <http://www-benning.army.mil/airborne/>

(1) Reserving allocations. Regions will schedule cadets by name in ATRRS **NLT 50 days before class start date**. (School Code: 071, Course Number: 2E-SI5P/SQI7/011-SQIP).

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(2) Physical examination requirements. Cadets must have a physical examination within 24 months of the class start date. DoDMERB physicals are authorized (**Review Airborne In Processing information on Website**). Students must have a copy of their approved physical examination (standard form 88) prior to inprocessing for airborne training. **The physical exam is to indicate the applicants' fitness for airborne training.**

(3) APFT. Pass the APFT no more than 30 days before reporting to Airborne Training.

(4) Transportation.

(a) Government transportation is not available between the Columbus Airport and Fort Benning. Commercial transportation will cost approximately \$20 each way. Cadets should keep all receipts and file for reimbursement upon their return to campus.

(b) Schedule departure flights after 1700 hrs on the class end date.

(5) Reporting. Upon arrival at Fort Benning, cadets will report to Student Accountability, Bldg 2748. Bldg 2748 is on the southwest corner of Eubanks Field (250-foot-free Towers) and adjacent to the north side of Infantry Hall. Cadets must report NLT 1200 hrs on the report date. Students failing to arrive on time will be recycled into the next class or returned to their schools or home of record.

(6) Billeting. The Airborne School provides mess and billeting facilities.

(7) Cadet Command LNO for Airborne School is Maj David Braddock, (478) 445-2730 or <mailto:dbraddoc@gmc.cc.ga.us>.

c. **Fort Campbell Air Assault School (AAS):** [AIR ASSAULT SCHOOL HOME PAGE](#)

(1) Reserving allocations. **Enter cadet information into CCIMS.** Forward to Cadet Command LNO for the Fort Campbell Air Assault School not later than 30 days before class start date.

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(2) Physical Examination Requirements. Cadets must have a physical examination within 24 months of the class start date.

(3) APFT. Pass the APFT no more than 30 days before reporting to Airborne Training.

(4) Successfully complete **12-mile** road march (with 20 lb rucksack) in three hours within 90 days of the course start date and negotiate obstacle course within 60 days of the course start date. In addition, the cadre is required to inspect the cadet's uniform and equipment prior to attending the course.

(5) Transportation.

(a) Government transportation is not available between the Nashville airport and Fort Campbell. Commercial transportation will cost approximately \$35 each way. Cadets should keep all receipts and file for reimbursement upon their return to campus.

(b) Schedule departure flights after 1500 hrs on the class end date.

(6) Reporting. Cadets report to Building 1581 NLT 1200 the day before the class start date. Cadets must have a copy of the Fort Campbell Form 4137 signed by PMS when reporting. It is helpful and time saving if Fort Campbell Form 4137 is faxed to AAS LNO at the following number (931) 221-6147 (Austin Peay State Univ).

(7) Cadets must have military issue eyewear to attend Air Assault Training at Fort Campbell. Cadets can not wear contact lens or civilian glasses any time during Air Assault Training at Fort Campbell.

(8) Billeting/Mess. Provided at no cost to the cadets.

(9) POC/LNO is SFC Michael Swords, (931)221-6144/6155 or email: <mailto:swordsm@apsu.edu>

d. **Schofield Barracks Air Assault School (AAS) 25th Infantry Division (Light) - Air Assault School.**

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(1) Reserving allocations. **Enter cadet names into CCIMS.** Cadet Command LNO for Schofield will forward to Commander, Schofield Barracks Air Assault School.

(2) Physical Examination Requirements. Cadets must have a physical examination within 24 months of the class start date.

(3) APFT. Pass the APFT no more than 30 days before reporting to Air Assault Training. This requirement can not be waived - Bottom line. This includes cadets from Advanced Camp.

(4) Billeting. Mess and billeting facilities are provided by the 25th Infantry Division (Light) at no cost to the cadet.

(5) LNO at Schofield Barracks Air Assault School is MSG Walfredo Bando, (808) 956-4153, <mailto:walfredo@hawaii.edu>.

(6) POM. All cadets attending Air Assault Training at Schofield Barracks will POM at Fort Lewis, WA NLT **5 July 2004** and depart from there on **8 Jul 2004** to continue on to Schofield Barracks. All cadets arriving at SEATAC should report to the USO to await transportation to Fort Lewis, WA. Upon arrive to Fort Lewis cadets should report to BLDG 9D40. The purpose of this POM is to ensure that cadet's records are in order (ex. APFT within 30 days, ID cards, updated physical). **This POM will not be a CIF for cadets that do not have the proper equipment for training.** POC at Fort Lewis will be Maj Hyres (253) 967-9864, email: <mailto:hyresd@4rotc.lewis.army.mil>.

e. **Fort Polk Air Assault School (AAS): Cancelled until further notice.**

f. **Fort Drum Assault School (AAS): [Light Fighters School](#)**

(1) Reserving allocations. **Enter names, SSN, cadet class year and gender into CCIMS.** Cadet Command LNO will forward the required information to Commander, Light Fighters School Air Assault Training, Fort Drum, NY.

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(2) Physical Examination Requirements. Cadets must have a physical examination within 24 months of the class start date.

(3) APFT. Pass the APFT no more than 30 days before reporting to Air Assault Training. This requirement can not be waived - Bottom line. This includes cadets from Advanced Camp.

(4) Billeting/Mess. Billeting and mess will be arranged by the Cadet Command LNO. The Lighter Fighter School can provide limited lodging to TDY or off-post students at no expense. Billeting is open bay, bunk bed style. Coordination for utilization of this lodging must be done at least 72 hours prior to arriving at Ft. Drum. No student will be authorized to utilize the barracks until Zero Day. Other lodging available include the Ft Drum Inn or other local establishments.

(5) Reporting. All cadets attending Air Assault Training at Fort Drum must have a completed Commanders Memorandum (web site). Fax completed Commanders Memorandum to the Cadet Command LNO 30 days before report date.

(6) The LNO at Fort Drum Air Assault School is CPT Jeff Edwards, (315) 443-1741, or <mailto:jjedward@Summon2.syr.edu>.

g. **Mountain Warfare School (MTN WAR).** [Army Mountain Warfare School](#)

(1) Reserving allocations. **Enter cadet names into CCIMS.** Regions will schedule cadets by name in ATRRS **NLT 50 days before class start date.** (School Code: 959, Course Number: 071-SQIE (SUM) or (WIN)).

(2) Physical Examination Requirements. Cadets must have a physical examination within 24 months of the class start date.

(3) APFT. Pass the APFT no more than 30 days before reporting to Mountain Warfare School.

(4) Transportation.

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(a) The school provides a shuttle service to and from the Burlington International Airport. Call the school at: 899-7200/7201/7202 (local call) for shuttle service, day or night.

(b) Schedule travel arrangements, to include return flight, prior to reporting for class. Schedule your return flight for after 1200 hours on the day of graduation. Please ensure that your cadets fly into **Burlington International Airport.** Cadets will arrive on the posted report date and depart on graduation day.

(5) Reporting. All cadets will report to the Mountain Warfare School, Ethan Allen Firing Range, Jericho, Vermont, no later than 1200 hours of the reporting day. Early and late arrivals must be coordinated in advance and will be approved by exception only. Ensure that each cadet complete the **Pre-Execution Checklist** prior to reporting. Special note: If you have to cancel your reservation, call the LNO or the school ASAP: (802) 899-7200/7201/7202; fax: (802) 899-7225.

(6) Billeting/Mess. Mess and billeting facilities are provided by Mountain Warfare School.

(7) Applicants for training must have completed basic combat and advanced individual training/OSUT or other service equivalent training. ROTC cadets, as a minimum, must have completed their second year of military science (MS II), basic or advanced camp prior to attending basic military mountaineer training.

(8) The LNO is Maj Scott Silifies, (603) 862-1078, or <mailto:scott.silifies@unh.edu>.

h. **Northern Warfare Training (NOR WAR):** [NWTC](#)

(1) Course prerequisites.

(a) Course is open to cadets. All students must have no P-2 or temporary profile(s) under the P, U, or L columns of the physical profile serial code (numerical) (PULHES) code. All students must meet minimum physical training and height and weight standards. All students must have no uncontrollable fear of heights. No security clearance is required.

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(b) Medical. Cadets must have Tetanus and Diphtheria immunizations recorded on their SF 601 and PHS-731. These records will be hand-carried by the cadet.

(2) Reserving allocations. **Enter cadet names into CCIMS.**

(3) Transportation. Government Transportation will be provided for all cadets arriving to Fairbanks International Airport, Alaska. Coordinate transportation needs with the LNO.

(4) Reporting instructions. The Basic Mountaineering Course begins at 0730 on the published start date and ends at 1000 on the end date. Attendees must arrive at the Black Rapids Training Site between 1200 and 1600, on the report date. Due to limited parking at the Black Rapids Training Site, privately owned vehicles and individual government vehicle travel is not authorized. Cadets attending NOR WAR will coordinate with LNO for specific reporting instructions prior to cadets departing for Alaska to ensure that travel and other arrangements are in order.

(5) Billeting. Mess and billeting facilities provided by NWTC.

(6) LNO at NWTC is SFC Charles Inderrieden, (907) 474-6853, or <mailto:ffcli@uaf.edu>.

i. **Combat Survival Training (CST)** [pdt.htm](#).

(1) Reserving allocations. **Enter cadet names into CCIMS.** Cadet Command LNO will forward to U.S. Air Force Academy not later than 30 days before class start date.

(2) Transportation.

(a) Government transportation is not available between the Airport at Colorado Springs and USAFA. Commercial transportation will cost approximately \$30.00 each way. Cadets should keep all receipts and file for reimbursement upon their return to campus.

(b) Schedule departure flights after 1000 hrs on the class end date.

(3) Reporting. Cadets report to Sijan Hall, 2348 Sijan Drive, Suite 4A1, USAF Academy. Inprocessing will occur

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in Sijan Hall, 5th and 6th floor. Ensure cadets hand carry 15 copies of orders, current Army Physical Fitness Test score card (within 30 days of course start date), military identification card, and personal identification tags when reporting. **Report in Battle Dress Uniform (BDU).**

(4) Billeting. Mess and billeting facilities are provided by USAFA.

(5) Medical. Cadets must have a physical examination within 24 months of class start date. Ensure cadets hand carry physical examination to inprocessing.

(6) The LNO is SFC Danny Gurule, DSN 691-6725, or <mailto:danny.gurule@carson.army.mil>.

j. **Combat Diver Qualification Course (CDQC).** [USASOC Home](#)

(1) Reserving allocations. DOLD will schedule cadets by name in ATRRS **NLT 50 days before class start date.** (School Code: 331, Course Number: 2E-SI4W/011-ASIW7).

(2) Transportation.

(a) Government transportation is not available between the Airport at Key West, FL and the USASOC Key West training facility. Commercial transportation will cost approximately \$20.00 each way. Cadets should keep all receipts and file for reimbursement upon their return to campus.

(b) Schedule departing flights after 1500 hrs on the class end date.

(3) Students will report to building KW 100, United States Naval Air Station, Trumbo Point Annex, Key West, Florida, during duty hours and to the charge of quarters (CQ) building KW 700 after duty hours. Students will report no earlier than two days prior to the reporting date (the dining facility will be closed prior to this time) and no later than 2400 on the reporting date. APFT will be conducted at 0500 the next day. Inprocessing will begin at 1000 on the following day in building KW 100.

(4) Billeting. Mess and billeting facilities are provided by the USASOC Key West training facility.

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(5) Medical. Cadets must have passed a SCUBA physical examination IAW AR 40-501, Chapter 5, paragraph 5, within two years of course completion date and must report with medical records on day of inprocessing.

(6) Only males can attend this course. Each must have successfully completed a pre-CDQC program conducted by Cadet Command. Cadet must report with a memorandum signed by the battalion commander.

(7) The LNO for CDQC is CPT Peter Vutera, (321) 674-7438, or <mailto:pvutera@fit.edu>.

k. Cadet Field Training (CFT).

(1) Reserving allocations. **Enter cadet names into CCIMS.** Cadet Command LNO will forward to U.S. Air Force Academy not later than 30 days before class start date.

(2) Transportation.

(a) Government transportation is not available between the Airport at Stewart International Airport and USMA. Notify the ROTC Cadet Command LNO in advance and you will be picked at the airport upon your arrival. Commercial transportation will cost approximately \$20.00 each way. Cadets should keep all receipts and file for reimbursement upon their return to campus. **NOTE: Avoid travel into either LaGuardia or JFK Airports - you will not be picked up from there (commercial travel cost = \$75.00 one way).**

(b) Schedule departure flights after 1500 hrs on the class end date.

(3) Reporting. Arrive on the date specified in CCIMS unless otherwise coordinated with the LNO. Ensure each cadet has all the require paperwork and equipment per the USMA POI (TBD). Cadets will spend the initial two days on the main post of West Point (campus area) living in the USMA Summer Garrison Regiment Barracks. On the morning of day 3, cadets will travel to Camp Buckner where they will break down into the platoons they will spend the summer with.

(4) Billeting and Mess. Billeting and meals will be provided by the USMA at no expense to the cadet.

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SUBJECT: Memorandum of Instruction (MOI) - Cadet Practical Field Training (CPFT), FY04

(5) Medical. Cadets must have a physical examination within 24 months of class start date. Ensure cadets hand carry physical examination to inprocessing.

(6) The LNO is SFC Ricardo Herrera, (516) 463-6502, or <mailto:mlsrah@hofstra.edu>.

1. **Sandhurst (USMA).** In the past, Cadet Command has sent five teams to compete in the Sandhurst Competition. Cadet Commands' participants represent the victors of the Ranger Challenge Competitions. The Sandhurst Competition is regarded by many as the highlight of Cadet Competition at West Point. Participants in this competition come from as far as Australia, England, Canada, and the other USA academies to compete. It is held annually on the campus of the USMA.

(1) Reporting. These five teams will arrive approximately three days prior to prepare for the competition. In the past, the Cadets' inability to conduct area and range recon, zeroing weapons and meeting Site Evaluators have been cited as hindrances to their optimum performance therefore the earlier arrival.

(2) Billeting and Mess. All accommodations and meals will be coordinated by MAJ Bill Bolden and provided by West Point. There are no entry fees for the competition; however, Cadet Command is responsible for absorbing travel costs.

(3) The LNO is MAJ William Bolden, (757) 788-4589, or <mailto:boldenwl@monroe.army.mil>.

m. **United Kingdom University Officer Training Corps (UK-UOTC).**

(1) The UOTC program provides U.S. cadets the opportunity to observe and participate in foreign nation ROTC training. The cadets fire on weapons ranges, train on branches of the Army, conduct adventure training and participate in a Field Training Exercise (FTX). The training is conducted at the squad and platoon level and our cadets will be integrated throughout the training process.

(2) Cadets participating in the UK-UOTC program must have a U.S. passport. Cadets will not receive daily pay; however, in country billets, meals, and transportation are provided.

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(3) MOI to be published in February 04.

(4) The LNO for Cambridge is CPT John Fiorito,
(516) 463-6380, or <mailto:mlsjdf.pol132.domain.13@hofstra.edu>.

6. Point of contact for this memorandum is MAJ BILL BOLDEN,
DSN 680-4589 or (757) 788-4589,
<mailto:boldenwl@monroe.army.mil>.

FOR THE COMMANDER:

3 Encls

//ORIG SIGNED//
JAMES M. HOUSE
COL, IN
Director of Leader Development

CF:
CDT CMD DCG

Item	Airborne	AASLT	CST	MNT WFR	NO WFR	LIN #
BDU Complete (4)	x	x	x	x	x	C43302/t35160
Black Web Belt w/ buckle (2)	x	x	x	x	x	B60252/c32045
T-Shirt (5)	x	x	x	x	x	X86565
Issue Boots (2)	x	x	x	x	x	C06749
Cushion Socks (6)	x	x	x	8	8	T93335
BDU Caps (2)	x	x	x	x	x	C01123
Undergarments (5)	x	x	x	x	x	G48939
Towels (3)	x	x	x	x	x	
Washcloths (2)	x	x	x	x	x	
Toilet Articles	x	x	x	x	x	
Eyeglasses (2)	x	x	x	x	x	Commercial
Boot Polish	x	x	x	x	x	
Locks (2)	x	x	x	x	x	
APFU Complete (1)	x	x	x	x	x	
Running Shoes	x	x	x	x	x	
Civilian Attire	x	x	x	x	x	
Barracks Bag	x	x	x	x	x	B13907
Field Jacket	x	x	x	x	x	E43851
Black Leather Gloves	x	x	x	x	x	J63269
Glove Inserts	x	x	x	x	x	J62858
Pile Cap		x		x	x	D01857
Notebook and pencil	x	x	x	x	x	
Belt, Individual Equipment		x		x	x	B59567
Sholder Harness		x		x	x	U73323
Canteen w/ cover (2)		x		x	x	C96536
Canteen cup		x		x	x	F54817
First Aid Case w/ dressing		x		x	x	D64180
Small Arms Pouch (2)		x		x	x	D70550
Kevlar Helmet		x		x	x	K34733
Field Jacket Liner		x		x	x	L70172
Poncho		x		x	x	
Medium Alice Pack		x			x	
Waterproof Bag		x		2	x	B15825
Scarf		x		x	x	S52982
Sleeping Bag		x		x	x	T71706
Flashlight		x		x	x	
Polypropylene Socks				x	x	

2 Quart Canteen						
w/ cover	x			x		
Compass w/ case	x			x		E63317
Large Alice Pack	x			x		H39825
Pack Frame w/						
straps	x			x		H90705
Work Gloves	x			x		J63269
Wet Weather						
Trousers	x			x		N37752
Poncho Liner	x			x		
Sleep Shirt	x			x		T04205
Sleeping Mat	x			x		M37042
Long Johns (2)					x	
Duffle Bag	x			x		B14729
ECWCS					x	
Swim suit	x				x	
Class A uniform						
Alarm Clock						
Foot Powder (2)	x					
White						
Handkerchief(2)						
Beach Robe						
Sewing Kit	x					
Shower Shoes	x					
Athletic Socks						
(2)						
Athletic						
Supporter						
ID Card and Tags	x	x	x	x	x	
Camouflage Kit						
Sunglasses				x	x	J61584
Sunscreen				x	x	
Bra (5)						
ROTC Insignia (2)						
Civilian						
Sweatsuit						
Watch w/ second						
hand				x		
White dress shirt						
Black bowtie						

Enclosure 1

Duties and Responsibilities

Cadet Command Liaison Officers (LNO)

1. Purpose. This memorandum assigns Liaison Officer (LNO) duties and responsibilities in support of the Cadet Practical Field Training (CPFT) Program.

2. General.

a. LNOs are the Command Representatives to the school or training course. Accordingly, they are responsible for all ROTC cadets attending the training in a cadet status.

b. LNOs will be in the rank of SFC or above.

c. Only one LNO is required per school/training location.

d. LNOs may only be replaced once during the tour of duty after a thorough battle handoff and clearance through the Chief, Current Operations, DOLD.

3. Responsibilities.

a. Leader Development, Current Operations Division.
Proponent for the CPFT Program and the primary facilitator for the initial coordination between MACOMs, Army Training Requirements and Resources System (ATRRS), and host installations for Army training.

b. Liaison Officer (LNO).

(1) Coordinate with Cadet Command, Directorate of Leader Development, ATTN: Current Operations and/or Region CPDT coordinator for initial guidance. Coordinate arrival and in-processing of cadets with Cadet Command, Directorate of Leader Development, ATTN: Current Operations or NALC CPDT coordinator assigned to cadet personnel.

(2) Verify that cadets meet all course prerequisites (e.g., APFT requirements). Take necessary action to overcome obstacles and get cadets into their scheduled class (e.g., administer the APFT or issue equipment).

(3) Coordinate with schools and/or installations for equipment issue when necessary.

(4) Assist cadets as necessary. Provide for their health, morale and general welfare.

(5) Review cadets' travel documents, ensuring proper departure times. Help coordinate departure itinerary for cadets and other out-processing requirements as necessary.

(6) Ensure cadets maintain high standards of appearance and military bearing.

(7) Provide CPFT coordinator a weekly report NLT 1100 each Friday (encl. 1) and after action reports NLT 30 days after completion of LNO duties.

(8) Notify CPFT Coordinator, Cadet Command and Battalions on significant events involving cadets (e.g., accident, injury, and incidents).

4. LNO prepares a drops report after each class. The drops report will include the name of the cadet (last name only), region, battalion/school, and reason for drop (encl. 2). This report will be faxed to the POC, Cadet Command, Maj Bill Bolden at DSN 680-5454 or COMM 757-788-5454 or email at <mailto:boldenwl@monroe.army.mil>.

5. Report all incidents that qualify as serious in accordance with AR 190-40, Serious Incident Report, dated 14 August 1985 and Cadet Command Policy Memorandum 5, dated 3 July 2002. Submit report to Cadet Command Headquarters Staff Duty Officer within 24 hours (757-675-3070) of the incident. All telephonic notification will be followed up with a hard copy report to the Staff Duty Officer, Cadet Command.

**BRIEFING ON GOVERNMENT SPONSORED BENEFITS FOR ROTC CADETS
(ROTC Cadet Command Pam 145-4)**

I have been briefed this date on government-sponsored benefits for ROTC cadets and understand that:

1. ROTC cadets may not receive medical coverage and disability benefits from the Department of Labor or the Department of Veteran Affairs for injuries sustained when traveling off-post for personal recreation/activities. It is the responsibility of the individual cadet to obtain adequate or additional insurance to cover him or her for off-post, non-ROTC related activities.
2. Army medical treatment facilities (subject to the availability of space, facilities, and capabilities of the professional staff) are authorized to provide care for injury incurred or disease contracted while attending field training.
3. Injured students who are eligible to receive medical treatment are authorized medical care from the following sources:
 - a. U.S. Public Health Service hospitals or physicians where available.
 - b. Army, Navy, Air Force, or VA medical treatment facilities, subject to the availability of space, facilities, and the capabilities of the professional staff.
4. Enrolled SROTC cadets and applicants for enrollment who suffer illness/injury as a result of authorized (scheduled and supervised) training, or authorized travel to and from such training, are eligible for compensation through the Department of Labor/Department of Veteran Affairs.

DATE

SIGNATURE

Enclosure 3